Module 1: Content Approval

Content approval can be used on both lists and libraries in a SharePoint site. With

content approval enabled, you have additional options to control the visibility of

items. Content approval is enabled through the list/library settings page.

Content can be approved manually through the context menu and toolbar of an item

or it can be automated with workflows. SharePoint includes a workflow specifically

for approving content.

Lessons

Enabling Content Approval

Content Approval Workflows

Lab 1: Exercises

- Enabling and Using SharePoint Content Approval
- Enabling and Using SharePoint Approval Workflow

After completing this module, students will be able to:
Enable content approval.

Set the visibility of items that have not been approved.

Approve items.

Enable out-of-box workflows.

Assign out-of-box workflows to a list or library.

Start the out-of-box Approval workflow for a list/library item.

Approve an item using a task created by the out-of-box Approval workflow.

Module 2: Creating Custom Workflows with SharePoint Designer 2013

Workflows are a popular way to perform automated work in SharePoint. Any type

of automation you require from SharePoint, whether it be approving items or

notifications with email, a workflow is the most common way to get it done.

SharePoint 2019 comes with extra out-of-box workflows that can be associated and configured with lists and libraries using just the browser. Custom workflows can be created with software applications such as SharePoint Designer 2013 or Visual Studio.

Lessons

Workflow Basics

Custom List Workflows

Workflow Actions

Workflow Stages and Conditions

Workflow Initiation Form

Site Workflows

Lab 1: Exercises

- Creating Custom Workflows
- Site Workflow with Looping

After completing this module, students will be able to:

Work with workflow basics.

Create a List Workflow using SharePoint Designer 2013.

Run a workflow.

View a workflow's history.

Add Actions to a workflow.

Add Conditions to a workflow.

Add parameters to a workflow initiation form.

Create a Site workflow.

Use a Looping container in a Workflow.

Use an Call HTTP Web Service Action

Module 3: Working with Managed Metadata

The Managed Metadata service in SharePoint Server 2019 provides central term

storage and management. The Term Store is what allows you to have common sets

of terms that can be shared across all sites and site collections within a farm.

Lessons

- Creating a Term Store Group and Term Set
- Creating Metadata Columns in Lists and Libraries
- Publishing Content Types

Lab 1: Exercises

- Creating a Term Store Group and Term Set
- Creating Managed Metadata Columns

After completing this module, students will be able to:

Understand Managed Metadata Service basics.

Create Term Store groups.

Create Term Store sets.

Create Term Store terms.

Create Managed Metadata columns in a list or library.

Understand the basics of content type publishing.

Module 4: Business Connectivity Services

Business Connectivity Services is a free service that comes with the Foundation

version of SharePoint. The service enables administrators to create external lists

linked to data outside of SharePoint.

Lessons

- Business Connectivity Services Basics

- Creating an External Content Type with SharePoint Designer
- Creating a List from an Exerternal Content Type

Lab 1: Exercises

- Wroking with External Content Types and Lists

After completing this module, students will be able to:

Understand the basics of Business Connectivity Services.

Create an External Connection using SharePoint Designer.

Create an External Content Type using SharePoint Designer.

Define database operations using SharePoint Designer.

Create a list using the External List template.

Create an External List using SharePoint Designer.

Module 5: Information Management Policy

SharePoint's Information Management Policies are used to perform various automated

actions on list and library items based on date properties. The built-in time formula

can be based on either the date the item was created, modified, or declared record.

Lessons

- Information Management Policy Basics
- Define an Information Policy for a Content Type
- Defining an Information Policy for a List

Lab 1: Create an Information Management Policy for a List

- Click here to enter text.

After completing this module, students will be able to:

Understand the basics of Information Management Policy.

Configure an Information Management Policy for a Content Type.

Define Information Management Policy stages.

Configure an Information Management Policy for a list/library.

Module 6: Content Organizer

Content organizer is a SharePoint feature, which only comes with the pay versions

of SharePoint, that provides document routing from a drop-off library. The feature

is enabled at the site level and the drop-off library is created as part of the feature

activation. Once the drop-off library is created, you can define rules that route

documents placed in the drop-off library to their final destination.

Lessons

- Activating the Content Organizer Feature
- Configuring Content Organizer Settings
- Configuring Content Organizer Rules

Lab 1: Exercise: Activating and Configuring the Content Organizer Feature

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After completing this module, students will be able to:

Activate the Content Organizer site feature.

Modify the Content Organizer Settings.

Create the Content Organizer rules.

Module 7: Document ID Service

SharePoint's Document ID service, available with the pay versions of SharePoint,

creates unique IDs for documents that are prefixed with text the Site Collection

Administrator defines. What's more is that the ID assigned to the document creates

a fixed URL that can be used to link to the document even if it is moved to another

library or site. The Document ID service can only be used on documents and cannot

be used on list items.

The Document ID service is enabled at the Site Collection level by activating a

feature. Once the service is activated the Site Collection Administrator can define

the prefix string to be used. SharePoint uses a Timer Job, Document ID assignment

job, to set the IDs on existing documents once the Document ID Service has been

activated. The Timer Job runs every 24 hours by default so existing documents will

not have the IDs until the job has run. A Farm administrator can manually run the

job to have the IDs created sooner. New documents will have IDs created when the

document is saved to the library.

Lessons

- Activating the Document ID Feature
- Configuring Documentn ID Settings
- Linking Document ID Settings

Lab 1: Exercise: Activating and Configuring the Document ID Service

- Click here to enter text.

After completing this module, students will be able to:

Understand what the Document ID feature does.

Activate the Document ID feature in a Site Collection.

Configure the Document ID feature settings.

Force the Document ID feature timer jobs to run.

Link to a document using the Document ID URL.

Module 8: Document Sets

SharePoint's Documents Sets are like enhanced versions of folders. As with folders,

you primarily use them to group similar documents together. They are enhanced

with the ability to have their own metadata, workflows, and home page.

To use Document Sets, the feature must be active at the Site Collection level. Once

activated, there will be a new Document Set content type in the Site Collection's

content type gallery. To best take advantage of the enhancements offered by

Document Sets, you should create custom content types that inherit from the

Document Set content type.

Lessons

- Activating the Document Sets Feature
- Creating a Document Set Content Type
- Adding a Document Set Content Type of a Library

Lab 1: Exercise: Configuring Document Sets Feature

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After completing this module, students will be able to:

- Describe the key features, editions, and hardware requirements of Windows 7.
- Perform a clean installation of Windows 7
- Upgrade and Migrate to Windows 7 from an earlier version of Windows.
- Perform an image-based installation of Windows 7
- Resolve common application compatibility issues

Module 9: SharePoint Server Publishing Infrastructure

SharePoint's publishing infrastructure provides an enhanced way to create and store

information displayed through the site's web pages. The publishing infrastructure

can be enabled by activating features at both the site collection and site level.

Lessons

- Activating the SharePoint Server Publishing Infrastructure
- Publishing Infrastructure Basics
- Creating Pages with Page Layouts

Lab 1: Exercises

- Exercise: Activating Publishing Infrastructure
- Exercise: Creating Publishing Pages

After completing this module, students will be able to:

Activate the site collection's SharePoint Server Publishing

Infrastructure feature.

Activate the site's SharePoint Server Publishing feature.

Understand how the SharePoint Publishing Infrastructure works.

Create a page using publishing layouts.

Change the layout of a page.

Module 10: Configuring and Consuming Site Search Results

SharePoint 2019 comes out-of-the-box with search capabilities. With proper

configuration SharePoint search is scalable to content sources containing millions

of items.

Lessons

- Search SharePoint for Content
- SharePoint Search Center

Lab 1: Exercise: Basic SharePoint Search

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After completing this module, students will be able to:

Perform a basic search in SharePoint.

Add a Search Center.

Configure the site's search box to use a Search Center.

Crawl content.